



CLARK COUNTY 4-H LEADERS FEDERATION BY-LAWS

Reviewed – October 13, 2021

Article I. Name and Location

The name of this organization shall be Clark County 4-H Leaders Federation (Leaders Federation). We are a nonprofit organization recognized by the state and federal government. The Leaders Federation principal office shall be the office of the Clark County 4-H Youth Development Agent, 517 Court Street, Room 104, Neillsville, WI 54456.

Article II. Purpose, Role, and Responsibility

Section 2.01 The purpose of the Leaders Federation is to provide leadership, coordination and guidance to the county 4-H youth program. The Leaders Federation role is as follows:

- Model transparent communication
- Develop expansion opportunities for Clark County Youth
- Review current program and project areas for educational goals and functionality
- Create a yearly calendar of practical programs and activity
- Support community involvement by youth and adults

Section 2.02 The Leaders Federation will elect an Executive Board. The Executive Boards role is as follows:

- Be accountable to the membership they represent
- Determine standing rules and the conduct of the Clark County 4-H program
- Oversees the finances of the Clark County 4-H program

Article III. Membership

Section 3.01 The Leaders Federation membership will be granted to all adults enrolled as organizational, project or activity leaders, key leaders, and to adults serving on countywide program and activity committees.

Section 3.02 4-H youth in grades 7 and higher are eligible members of the 4-H Leaders Federation. Open to any youth within grade parameter – regardless of that person’s race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.

Section 3.03 The Leaders Federation Executive Board will serve as the governing body. The Executive Board consists of twelve members: 6 youth and 6 adults.

- A. A full ballot of interested nominees will be voted on at the Annual 4-H Awards Banquet.
- B. Elected adult officers can serve two consecutive terms of two years each before going off for one year.
- C. Junior executive board members are elected annually to a one-year term and can serve two consecutive terms.
- D. If any member of the Executive Board cannot fulfill his/her position after being elected, the Executive Board will have the authority to appoint an individual to fill that position until the original term is completed.

Section 3.04 The following are requirements to hold a 4-H charter and be recognized as a 4-H group in Clark County, Wisconsin:

- A. Club or Group/Committee name
- B. Five or more youth from at least three families
- C. Adult leadership that has been approved through the Youth Protection Program
- D. Educational plan which meets the purposes of the 4-H program
- E. Youth involvement in leadership and decision-making
- F. Meet on a continuing basis
- G. Have written operating guidelines, bylaws or constitution approved by members to govern the club or group/committee
- H. Successfully complete the 4-H Annual Charter Renewal Packet that includes critical communication, legal, financial, and educational accountability requirements. All blanks must be completed and submitted to the county UW-Extension office annually no later than the due date set by the 4-H Youth Development Educator.
- I. Must comply with all
 - [Wisconsin 4-H Youth Development Policies](http://4h.uwex.edu/about-4-h/policies/) (<http://4h.uwex.edu/about-4-h/policies/>)
 - 4-H National Headquarters policies, (http://www.national4-hheadquarters.gov/library/4h_polregs.htm)
 - All federal and state laws

Article IV. Meetings

Section 4.01 Leaders Federation meetings will be held on a quarterly basis in the months of January, April, July and October at an agreed upon date, time and location. One enrolled adult or youth leader representative from each Clark County 4-H club must attend the quarterly meeting.

Section 4.02 The Leaders Federation Executive Board meetings will be held 10-12 times per year, preferably on a monthly basis at an agreed upon date, time and location.

Section 4.03 At least 50% of voting members of the Leaders Federation must be present to conduct business. Each voting member of the Leaders Federation (adult and youth) shall be allowed one vote. Voting by proxy is not allowed.

Article V. Parliamentary Authority

Robert's Rules of Order shall govern the meetings of the club.

Article VI. Amendments

Section 6.01 Amendments to By-Laws

- A. The Leaders Federation by-laws shall be reviewed annually at which time amendments may be proposed.
- B. Proposals for amendments to the by-laws must be presented in writing, posted in Cloverleaf and placed on the agenda prior to the Leaders Federation meeting.
- C. All by-law amendments must be voted on at the October Leaders Federation meeting.
- D. The Federation may amend its by-laws by a majority vote provided previous notice is given to the membership -or- 2/3 vote of the total membership at the October meeting of the Leaders Federation.

Article VII. Executive Board Officers

The officers of the Clark County Leaders Federation are elected from the Executive Board.

Section 7.01 The elected officers of the Clark County 4-H Leaders Federation Executive Board shall be:

- A. President
- B. Vice-president
- C. Secretary
- D. Treasurer [Appointed by Executive Board (does not have voting rights)]
- E. Co-Treasurer Appointed by Executive Board (does not have voting rights)

Section 7.02 Election of the Leaders Federation Executive Board

- A. Following the election of the Leaders Federation Executive Board members, the Executive Board shall elect a President, Vice-President, and Secretary. The Executive Board will appoint a treasurer. Youth members of the Executive Board may not serve as an officer.
- B. If any member of the Executive Board cannot fulfill his/her position after being elected, the Executive Board will have the authority to appoint an individual to fill that position until the original term is completed.

Section 7.03 Duties of Officers

- A. President - The principle duties of the president shall be to preside at all meetings of the 4-H Leaders Federation and to provide supervision of the affairs of the Leaders Federation.
- B. Vice President - The principle duty of the vice-president is to assume the duties of the president in the president's absence. The vice-president will serve as the chairperson of any special committees appointed by the Leaders Federation.
- C. Secretary - The principle duty of the Secretary is to keep a true, consistent, and correct record of the proceedings of each meeting of the Leaders Federation and to safely and systematically keep all books, papers, records and documents belonging to the Leaders Federation or pertaining to business thereof.
- D. Treasurer – It is imperative for the treasurer to be scrupulous in maintaining the Leaders Federation financial ledger. The Treasurer for the Leaders Federation shall
 - a. Have knowledge of bookkeeping
 - b. Have computer knowledge in financial reports
 - c. Work with accountant on preparation of tax forms and answer questions during audit procedures completed with Audit Committee (see Article VIII.Sec.8.01c)
 - d. Shall pay bills authorized by the Leaders Federation or in accordance to budget as set by the Leaders Federation
 - e. Report expenditures, receipts, and bank balance at each meeting or whenever called for by President
 - f. Prepare a written budget with the Finance Committee to be submitted to the Leaders Federation for approval.
 - g. Balance and reconcile all active accounts with bank statement
 - h. Balance the books and prepare a financial statement at the end of the fiscal year (July 1 to June 30) for audit committee review
 - i. Attend all meetings of the Leaders Federation and specific committee meetings
 - j. Have treasurer and president name on the checking account
 - k. Receive authorization from the Leaders Federation for opening new Leaders Federation accounts (e.g. CD's, etc.), or obtaining loans (e.g. platbooks, etc.)
 - l. Present an itemized account of monies spent and received in the past month for approval of the Leaders Federation
- E. Co-Treasurer - The appointed co-treasurer shall:
 - a. Deposit all money received in designated checking account
 - b. Check with the 4-H Office on a weekly basis for deposits which have been received

- c. Serve as an active member of the Finance Committee (Article VII.Sec.8.01a)

Article VIII Committees of the Leaders Federation

Section 8.01 Finance Committee

- A. The Finance Committee shall consist of:
 - a. Treasurer
 - b. Co-Treasurer
 - c. President (or Vice President)
UW-Extension Clark County Staff
 - d. Ad hoc members: Up to three members at large for the purpose of developing the annual budget only.
- B. Commission of Finance Committee
 - a. Review the fiscal responsibilities of the Leaders Federation organization and make recommendations to the Leaders Federation.
 - b. Propose the annual budget to Leaders Federation for their review in July
 - c. Review monthly treasurer's report.
 - d. Ensure the annual audit is completed.
 - e. Develop and review annually money handling procedures for Leaders Federation and makes recommendations to the Leaders Federation.
 - f. Provide long-range fiscal security guidance for the Leaders Federation.
 - g. Complete financial section of the Leaders Federation Charter.
- C. Audit Process
 - i. Books are reviewed yearly by an independent financial agent (preferably a bank or accountant)
 - ii. Upon completion of the audit, the auditor shall meet with the Leaders Federation president, treasurer and co-treasurer

Section 8.02 Additional Committees

The Leaders Federation Executive Board shall appoint any and all committees, as needed.

Article IX. Volunteer Leadership

Section 9.01 The 4-H Leaders Federation shall be under the direction of adult volunteer leadership working with youth leader(s).

- A. Volunteer leadership is open to all adults regardless of that person's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital or parental status.
- B. All adult volunteers are required to participate in the Wisconsin 4-H Youth Protection Program prior to becoming a 4-H Volunteer.
- C. There shall be such volunteer assistant leaders, volunteer project leaders and volunteer youth leaders as are needed to properly advise and assist in carrying on the various projects and in conducting the club program.

Article X. Dissolution

The Leaders Federation may dissolve by a majority vote of those present at that meeting. A proposal for dissolution must be presented in writing and be listed on the annual meeting agenda. If the Leaders Federation disbands, all of the organizations assets shall be assigned to the Clark County UW-Extension Office with a recommendation for the funds to be dispersed among the non-profits of Clark County.

Article XI. Club Organization

Section 11.01 Club Planning Year

- A. The 4-H year is continuous and should be consistent with the county 4-H Leaders Federation annual year.
- B. The Wisconsin 4-H membership year is defined as October 1 – September 30 for the purpose of definition in Wisconsin 4-H Policies.

Section 11.02 Club Fiscal Year

- A. The Wisconsin 4-H fiscal year is defined as July 1 – June 30.
- B. The 4-H club financial books must be audited annually to meet Annual Charter Renewal Packet expectations.

Article XII. Additional Policies and Standing Rules

Section 12.01 The Leaders Federation standing rules are subject to amendment or suspension by a majority vote at any meeting that a quorum is present.

Review and Approvals

Review by 4-H Youth Development Staff (Date and Signature) _____

Date Approved by Membership _____

Required Signatures

President: _____ Date: _____

Secretary: _____ Date: _____

Revised and Adopted November 4, 1995
 Revised October 2009
 Revised and Adopted January 2010
 Revised March 2011
 Revised and Adopted October 12, 2015
 Adopted October 10, 2016
 Amended February 27, 2017
 Reviewed October 9, 2017
 Reviewed and Approved October 8, 2018
 Amended October 12, 2021